

DAI Conference Information Paper

SUBJECT: DAI Conference Information – 28 thru 30 Oct 03

1. Purpose. To provide general information to DAIs, Region and Brigade personnel attending the DAI Conference.
 2. Information.
 - a. The DAI Conference will be conducted at, 2017 Cunningham Drive, Hampton, Virginia. Directions to the training facility from the contract lodging (Hampton Holiday Inn) can be downloaded from the JROTC Training webpage.
 - b. Your contract lodging is the Holiday Inn-Hampton located at 1815 West Mercury Blvd, Hampton, VA. 23666. Rooms are reserved for you so it is not necessary to make reservations. **Regions are to provide a master list to the Junior ROTC Directorate of those who will be attending from their region.** If you anticipate arriving after 1730 hrs, you should contact the hotel toll free 1-800-842-9370 or commercial (757) 838-0200 to ensure that a room is held for you. The only expense you will incur while here will be for meals, phone calls, internet usage, and laundry. Transportation is provided daily from the hotel to the training facility.
 - c. Plan to arrive at the Holiday Inn **NOT EARLIER THAN 1600hrs** on 27 October 2003. Try to schedule incoming flights between 1630hrs and 1830hrs. If you are flying into Norfolk International Airport, the Holiday Inn Shuttle makes two trips to the Norfolk International Airport, one at 1700hrs departing for the Holiday Inn at 1730hrs, and one at 1900hrs departing for the Holiday Inn at 1930hrs. Limousine services charge as much as \$50.00 dollars (out of your pocket) to provide transportation to the Hampton Holiday Inn. You may obtain reimbursement for this expense when you file your travel/TDY voucher.
- If you are driving, the Holiday Inn is located one block from the intersection of I-64 and Mercury Boulevard (Exit 263-B). From the east (Norfolk) take exit 263-B, stay in the right lane and take the first right into the Hampton Inn parking lot, continue to the right for the main entrance to the Holiday Inn. From the west (Richmond) take the **ONLY** exit for Mercury Boulevard, stay to the left on the exit ramp. At the light on Mercury Boulevard turn left and work your way to the far right lane. After you have passed under I-64 take the first driveway on the right at the Hampton Inn parking lot, continue to the right for the main entrance of the Holiday Inn Hampton.
- d. Inprocessing will take place Tuesday morning at the training facility. You will need one copy of your TDY orders or DD Form 1610, authorizing you to attend the conference. As we continue to improve the appearance of the JROTC Museum please bring one unit patch and one unit crest for a display case.

e. **Uniform for the conference will be Class B.** Appropriate civilian attire will be worn on the day of departure.

f. You are encouraged to bring your personnel notebook if one is available for use.

g. **Do not make plans to leave earlier than 1800 hrs on 30 Oct 03.** If your departure flight is scheduled for the day after the conference we will authorize one additional night of lodging. The Transportation Manager will coordinate transportation to your designated airport through the contract lodging representative.

3. If you need further assistance please contact Carol Hetler at (757) 788-4306 or DSN 680-4306 or email hetlerc@monroe.army.mil